Sanitized Copy Approved for Release 2010/01/19 : CIA-RDP55-00166A000200050084-6 Memorandum UNITED STATES GOVERNMENT

Deputy Director of Training (General)

1953

Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT:

Weekly Activities Report -- Period - 1-7 May 1953

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- 1. Project 52-19, Revision of CIA Regulation Form to accompany this regulation is now in process of final printing. It is estimated that this will require 30-90 days. DD/P comments on regulation received, completing the role. Regulation has been revised to meet the comments of the various Offices and concurrences have been obtained from all concerned. Final version of regulation held, pending action on training policies by CIA Career Service Board (see project 53-28), which may require some further revision of the regulation.
- 2. Project 52-37, Collection Manual. Writing continues, at about half-time in deference to Project 53-13.
- 3. Project 52-68, Active Duty Mobilization Training of G-2 Designees With CIA. Four G-2 reserve officers reported on 4 May for a fifteen-day tour of active duty with CIA. After the personnel and security processing was accomp-RET. JUST. 22 IPE DOC. 02 lished, they were welcomed to the Agency by the D/TR. The officers are now following the training schedule arranged for them by OTR which includes attending the 10th CIA Orientation Course, the Indoctrination Program and desk assignments in various divisions of 0/0 and ORR.

25X1 Project 52-71. Revision of CIA Regulations (Lecture Attendance) has been approved by D/TR and for- 25X1 for official coordination and promulgation. 25X1 Training in Department of Defense schools and colleges) held, pending acion by CIA Career Service Board (see project 53-28) which may require urther revision of the regulation.

Project 53-5, CIA Regulation on Clerical Training. Coordination and con-25X1 currence by for Personnel and by for Personnel, and by

Regulation forwarded to front office for review and approval.

Project 53-13, Glossary of Intelligence Terminology. Typing of the latest 25X1 version has been completed. One copy has been lent to FI for his own information only. By arrangement of D/TR, Chief, S/PP, met with Chief, DD/S, to develop a procedure for coordinating the TR(G) glossary with TR(S). It was concluded that each edition of the glossary would be placed on 5x8 cards to facilitate substantive agreement on each definition, prior to promulgation as a provisional edition of the glossary in the form of a Training Bulletin.

Project 53-22, <u>Training for Employees of IAC Agencies</u>. The Security Control Staff, I&SO, has provided us with guidance in setting up procedures for encollment of IAC personnel in the BIC. A meeting has been arranged with Lt. Project 53-22, Training for Employees of IAC Agencies. The Security Control Col. T.C. Anderson, Department of the Army, on 7 May, to explain the proce-dures to be followed. will attend the meeting to answer any

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- 8. Project 53-23, Development of New Language and Area Programs. Mr. Howard has discussed with appropriate University of als the possibility of participating in their Far Eastern Program. He will make his report on Thursday morning.
- 9. Project 53-25, 1954 Budget. Covering memo signed by D/TR and attachments for all Offices of the Agency, re the preparation of statements of training requirements for Fy 1954 and Fy 1955, sent out on 6 May by special courier to all hands. Offices have something over three weeks for preparation of their statements. Due date 1 June.
- 10. Project 53-27, OTR Certificate of Completion. The Graphics Section of TAB has sketched two designs of certificates of completion for OTR-sponsored training programs, which will be used as a basis for discussing the need and desirability of adopting a certificate of completion as a standard instrument for issuance by OTR.
- 11. Project 53-28, <u>Training Policies Related to the Agency Career Service Program</u>. Statement of proposed training policies related to the Agency Career Service Program prepared and approved by D/TR for the review and approval of the CIA Career Service Board this date.
- 12. The following projects are in process:

Project 52-8, National Security Presentations.

Project 53-1, CIA Regulation on Language Training.

Project 53-6, CIA Regulation on Management Training.

Project 53-7, CIA Regulation on Junior Officer Program.

Project 53-11, CIA Regulation on Processing of Personnel into the Armed

Forces.

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